

EPMACINST 12510.1D
EP40HR
18 July 2000

EPMAC INSTRUCTION 12510.1D

Subj: POSITION CLASSIFICATION AUTHORIZATION AND POSITION
MANAGEMENT RESPONSIBILITIES CONSISTENT WITH PAYROLL
MANAGEMENT

Ref: (a) BUPERSINST 12510.3
(b) BUPERSINST 12000.12C

1. Purpose. To revise the Enlisted Placement Management Center's policy and requirements on position classification authority and position management per reference (a).

2. Cancellation. EPMACINST 12510.1C

3. Background. Reference (a) delegates position classification and management authority for civilian General Schedule (GS) positions at grades GS-1 through GS-12 and Federal Wage System positions at grades defined in job grading standards to Commanding Officers who may further delegate this authority.

4. Action

a. The Executive Officer will:

(1) Hold Position Management Board meetings as deemed necessary. The core members of the board will consist of the Director, Human Resources/Manpower/Command Training Office, Director, Financial Management/Logistics Office, Manpower Analyst and the Command Master Chief. Department Directors may be called in on an ad-hoc basis to discuss personnel issues.

(2) Have final authority on classification of civilian positions. Revocation of this authority may only be made by Navy Personnel Command (NPC).

(3) Resolve any disagreements over correctness of classification actions.

(4) Sign Optional Form 8 (OF8) in block 21, certifying classification of position.

b. Department/Office Directors will:

(1) Assure accuracy of position descriptions for all civilian positions allotted to their department/office. All position descriptions will be reviewed at least annually, normally during the setting of performance appraisal standards and so annotated on the performance appraisal form.

(2) Assure compliance with position management to effect the orderly arrangement of positions within their organizational element to achieve optimum economy, efficiency, effectiveness, and quality.

(3) Standardize position descriptions wherever possible.

(4) Request through the Director, Human Resources/Manpower/Command Training Office, an advisory classification of rewritten or new position descriptions.

c. Director, Human Resources/Manpower/Command Training Office will:

(1) Provide minutes on all Position Management Board meetings.

(2) Ensure the Executive Officer receives position classification training as soon as practical upon reporting for duty.

(3) Assure accuracy and adequacy of duties outlined in position descriptions provided by Department/Office Directors.

(4) Provide managers and supervisors with information to assist them in complying with position management criteria.

(5) Recommend the classification for all positions GS-1 through GS-12 and any Federal Wage System positions allotted to the command in accordance with current position classification standards.

(6) Prepare a written classification evaluation (where necessary) for the recommended title, series, and grade of all position descriptions submitted to the Executive Officer for classification.

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(7) Complete appropriate blocks of the OF8 for forwarding to the Executive Officer for signature and certification of grade.

(8) Assure positions GS-13 and above are reviewed by the Position Management Board prior to classification and are processed per reference (b).

(9) Review positions and recommend standardized position descriptions wherever possible.

(10) Maintain all records on civilian position descriptions, including the classified position descriptions, classification rationale, classification appeals, up-to-date position classification standards and position management documentation.

(11) Obtain and use an advisory classification opinion from the servicing Human Resource Service Center- Southeast (HRSC-SE) for the following situations:

(a) Positions proposed for GS-13 and above.

(b) Proposed classification of positions outside an established career ladder or above the normal full performance level.

(c) Positions not directly covered by published classification standards (mixed positions).

(d) When a classification dispute arises or when a classification override is contemplated.

(e) When an employee classification appeal is submitted prior to forwarding to Field Advisory Service (FAS) or Office of Personnel Management (OPM).

(f) When establishing standard position descriptions.

(g) When directed by the Executive Officer.

(12) Provide reports as required to Department/Office Directors regarding the status of position descriptions submitted for classification.

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(13) Request advice and assistance, if necessary, from the HRSC-SE when:

(a) Applying new OPM or Navy classification standards.

(b) Implementing OPM or Navy classification appeals decisions.

(c) Prior to conducting an OPM or Navy initiated consistency review.

(14) Provide assistance to employees who may choose to file classification appeals such as format, requirements, and to whom they file.

d. Employees will:

(1) Review their position descriptions at least annually, normally during the setting of performance appraisal standards.

(2) Bring any position description discrepancies to the attention of their immediate supervisor.

(3) Follow the chain of command when requesting a position audit or when requesting a classification appeal.

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